

OVERVIEW OF BUDGET

DEPARTMENT: AGING AND ADULT SERVICES (DAAS)
DIRECTOR: MARY SAWICKI
BUDGET UNIT: AGING PROGRAMS (AAF OOA)

I. GENERAL PROGRAM STATEMENT

The Aging Programs are predominately funded by several federal and state sources and are budgeted in the newly established budget unit AAF OOA reported in organization codes (SBB, SBG, SYA, and SYW) as follows:

- Title III – Special programs for aging, which provide nutrition, supportive, preventative health, and legal services (*Budget Unit AAF OOA SBG*)
- Title IIIE – Special programs for aging families in a caregiver relationship, which provide case management, transportation, assisted transportation, counseling, caregiver training, respite adult care, respite skilled nursing, home safety devices, assistance devices, and minor home modification services (*Budget Unit AAF OOA SBG*)
- Title VII – Long-term care ombudsman and elder abuse prevention (*Budget Unit AAF OOA SBG*)
- Title V – Senior Employment Program, which provides part-time employment services for seniors age 60 and over. (*Budget Unit AAF OOA SBB*)
- Title XIX – Multi-Purpose Senior Services Program (MSSP) which provides a variety of services to keep seniors safely in their home environment and out of nursing homes (*Budget Unit AAF OOA SYA*)
- CDBG – Supplements the nutrition program (*Budget Unit AAF OOA SBG*)
- Community-Based Services Programs which provides surplus food to the elderly, Alzheimer day care services, insurance counseling, senior companion services, and in-home services to keep persons in danger of institutionalization safely in their homes (*Budget Unit AAF OOA SYW*)
- USDA – Supplements the cost of the nutrition program (*Budget Unit AAF OOA SBG*)
- Medi-Cal Administrative Activities (MAA) - Administrative activities necessary for the proper and efficient administration of the Medi-Cal program. (*Budget Unit AAF OOA SBG*)
- Targeted Case Management (TCM) - Case management services that assist Medi-Cal eligible individuals within a specific target group to gain access to needed medical, social, educational and other services. (*Budget Unit AAF OOA SYW*)

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	-	8,874,173	8,878,761	8,147,202
Total Revenue	-	7,900,036	8,316,651	8,147,202
Local Cost	-	974,137	562,110	-
Budgeted Staffing		111.9		101.1
<u>Workload Indicators</u>				
Senior Employment Enrollees	-	127	117	85
Meals Served	-	1,182,749	1,006,153	1,050,206
Sr Home & Health Care clients	-	345	316	314
Community Based Svcs clients	-	1,300	1,625	1,240
Information & Assistance contacts	-	41,958	44,995	50,194

In the 2002-03 final budget book, the budgeted workload indicator for 2002-03 for the Senior Employment Enrollees was incorrectly recorded as 197. The corrected number is 127 as indicated in the budget and workload history.

In 2002-03 one-time local cost was required to supplement traditional funding due to stagnation of funding streams and to fund nutrition contracts at current levels. During the year, the department has realigned staff and made other necessary adjustments to reduce services and supplies in order to stay within existing funding allocations in 2003-04.

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Due to salary savings resulting from attrition and one-time-only funding for the Family Caregiver Program, DAAS used \$559,847 of the one-time local cost for expenditures. The remaining local cost was used to repay loans held by the discontinued special revenue funds.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Staffing decreased by a net 10.8 budgeted staffing in 2003-04. Changes consist of the following:

Added 3.0 budgeted staffing by transferring staff from the DPA Administrative Claim budget to the Aging budget. These positions split time between Aging and Adult services. Transferring them to the Aging budget enables the department to save administrative overhead costs (1.0 Administrative Supervisor II and 2.0 Clerk IIs).

Added 1.0 budgeted staffing for the Title III/VII programs to assist with increase workload for Family Caregiver program (Senior Information and Referral Area Representative).

Added 0.5 budgeted staffing to assist with increased workload in the Ombudsman program (Ombudsman Contractor Field Coordinator).

Deleted 12.0 budgeted staffing from the Title III/VII Programs. Four became vacant through attrition and were not replaced. (2.0 Accountant Is, 1.0 Accounting Technician, and 1.0 Fiscal Clerk II). One Senior Service Counselor was deleted because it was incorrectly budgeted in 2002-03. Three vacant Social Service Aides that were not needed as originally anticipated were deleted. Two HSS Program Specialist positions were transferred to the DPA Administrative Claim budget. Due to reduced funding in 2003-04, it will also be necessary to eliminate 2.0 additional budgeted staffing (1.0 Supervising Fiscal Clerk, 1.0 Staff Analyst I).

Deleted 1.0 vacant Clerk III from the Title XIX program that was not needed as originally anticipated.

Deleted 51.6 budgeted vacant staffing that were not filled in Title V Program due to lower contract requirements (33.75 Contract National on Aging positions, 14.25 contract CDA positions, 1.75 Contract Senior Program Representative and 1.8 Contract private sector positions).

Deleted 0.2 budgeted Social Services Practitioner in the Title XIX program due to decrease in funding.

The vacancy factor of 49.5 has been eliminated.

PROGRAM CHANGES

Due to fiscal constraints at the state level, the California Department of Aging eliminated the Senior Companion program and reduced funding for the Multi Service Senior, Health Insurance Counseling and Senior Employment programs in 2003-04, for a total reduction in funding of \$288,925. The Senior Companion program is a contracted service provided by the City of San Bernardino and will be cancelled in 2003-04. The Health Insurance Counseling is a contracted service provided by Inland Agency and will be reduced in 2003-04. Services and supplies costs are reduced to accommodate the reduction in the Multi Service Senior and Senior Employment Programs.

Two new funding sources will add to the department's revenues in 2003-04, Targeted Case Management (TCM) and Medi-Cal Administrative Activities (MAA). TCM and MAA revenues are estimated at \$123,500 and \$315,000 respectively. TCM services are case management services that assist Medi-Cal eligible individuals within a specific target group gain access to needed medical, social, educational and other services. MAA activities are administrative activities necessary for the proper and efficient administration of the Medi-Cal program.

An overall decrease in expenditures is anticipated due to reduced budgeted staffing and by reductions made in services and supplies.

AGING AND ADULT SERVICES

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: General
AAF OOA

FUNCTION: Public Assistance
ACTIVITY: Administration

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
Appropriation					
Salaries and Benefits	3,276,183	3,787,658	3,598,251	90,588	3,688,839
Services and Supplies	6,061,015	5,399,509	5,246,612	(137,129)	5,109,483
Central Computer	44,797	44,797	84,286	(44,796)	39,490
Equipment	5,124	-	-	-	-
Other Charges	24,747	-	-	40,000	40,000
Transfers	689,224	519,843	459,323	(53,028)	406,295
Total Exp Authority	10,101,090	9,751,807	9,388,472	(104,365)	9,284,107
Reimbursements	(1,222,329)	(877,634)	(1,063,677)	(73,228)	(1,136,905)
Total Appropriation	8,878,761	8,874,173	8,324,795	(177,593)	8,147,202
Revenue					
Use of Money & Prop	2,954	25,000	25,000	(25,000)	-
State, Fed or Gov't Aid	7,662,077	7,845,036	8,269,795	(437,593)	7,832,202
Other Revenue	4,835	30,000	30,000	285,000	315,000
Other Financing Sources	646,785	-	-	-	-
Total Revenue	8,316,651	7,900,036	8,324,795	(177,593)	8,147,202
Local Cost	562,110	974,137	-	-	-
Budgeted Staffing		111.9	101.1	-	101.1

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	104,112	MOU.
	142,664	Retirement.
	11,980	Risk Management Workers' Comp.
	(448,163)	Decrease in budgeted staffing through attrition and staff reduction.
	(189,407)	
Services and Supplies	2,535	Risk Management Liabilities.
	22,000	Increase inservices for Targeted Case Management Program. Board agenda item dated April 22, 2003.
	(63,105)	Transfer to newly created budget unit for legislation (AAA LEG).
	(114,327)	30% Cost Reduction Plan - reduce management audit expenditures.
	(152,897)	
Central Computer	39,489	
Transfers	479	Incremental Change in EHAP.
	101,500	Increase for Targeted Case Management Program. Board item dated April 22, 2003.
	(100,241)	Decrease for DPA salaries.
	(62,258)	Decrease for Public Health nurse salaries.
	(60,520)	
Reimbursements	(38,043)	Increase for Case Manager in MSSP working part time in In-Home Supportive Service Program.
	(148,000)	Increase for supplemental funding for Nutrition Program.
	(186,043)	
Revenue		
State, Fed or Gov't Aid	424,759	Two new funding sources from tCM and MAA.
Total Appropriation Change	(549,378)	
Total Revenue Change	424,759	
Total Local Cost Change	(974,137)	
Total 2002-03 Appropriation	8,874,173	
Total 2002-03 Revenue	7,900,036	
Total 2002-03 Local Cost	974,137	
Total Base Budget Appropriation	8,324,795	
Total Base Budget Revenue	8,324,795	
Total Base Budget Local Cost	-	

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Board Approved Changes to Base budget

Salaries and Benefits	30,569	Salary transfers between the Aging programs will be processed through payroll reimbursements. In 2002-03 this was processed as transfers.
	60,019	Per diem ordinance increase.
	<u>90,588</u>	
Services and Supplies	(26,644)	Decrease in advertising expenditures.
	(19,500)	Decrease in non-inventoriable and inventoriable equipment purchase expenditures.
	(17,148)	Decrease in communication expenditures.
	(73,837)	Over budgeted 2002-03 professional services expenditures due to the actual awarding of contracts for Family Caregiver Program.
	<u>(137,129)</u>	
Central Computer	<u>(44,796)</u>	
Other Charges	40,000	Emergency assistance for Family Caregiver Program.
Transfers	(30,569)	Salary transfers between the aging programs will be processed in payroll reimbursements.
	(22,459)	Decrease due to the transfer of 3.0 Adult Service staff to the Aging budget in 2003-04.
	<u>(53,028)</u>	
Reimbursements	32,635	Decrease in transfers in from Adult Service budget.
	(60,481)	Increase county match for the Family Caregiver Program for the full year funding of program.
	(45,382)	Increase due to the transfer of 3.0 Adult Service staff to the Aging budget in 2003-04.
	<u>(73,228)</u>	
Total Appropriation	<u>(177,593)</u>	
Revenue		
State, Fed or Gov't Aid	<u>(25,000)</u>	Decrease in interest earned.
Use of Money & Property	(126,861)	Decrease in state funding for Senior Companion & Health Insurance Counseling Program and administrative costs associated with programs.
	(11,185)	Decrease in federal and state funding for Senior Employment 502E Program
	(187,449)	Decrease in federal funding for the Multi Service Senior Program.
	(112,098)	Decrease due to over estimating anticipated revenue for 2002-03 in the Senior Employment and Community Base Programs.
	<u>(437,593)</u>	
Other Revenue	<u>285,000</u>	Increase in federal funding for Medical Administrative activities for 2002-03 and 2003-04.
Total Revenue	<u>(177,593)</u>	
Local Cost	<u>-</u>	